



JOB DESCRIPTION

Position Title: **Building Official**

Working Area: **Planning & Development**

Class Code: 3205

Exempt

EEO Code: 02

Effective Date: August 29, 2002

Major Function

Administrative and supervisory work planning, developing, and implementing building programs and activities for the Building & Fire Division.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans, organizes, and coordinates work activities to include: the establishment of standard operating procedures, issuance of building permits to insure compliance with established public safety standards, and interpretation of Building Codes and Ordinances as necessary. Directs and trains subordinates in executing the provisions of the Building Code and related Ordinances. Acts as executive officer on Contractor Licensing Boards.

Inspects and conducts field visits of construction sites as required to resolve or prevent problems. May condemn unsafe buildings and approve certificates of occupancy. Issues stop work orders and initiates legal proceedings as required.

Investigates complaints against licensed contractors, ensures compliance orders are adhered to, and follows through with contractor licensing boards.

Initiates and effectively recommends, for final approval by the department director, hiring, performance evaluation, termination, disciplinary, and/or commendatory actions for assigned personnel.

Coordinates the preparation and presentation of the division's annual budget and assures continued adherence to the parameters of adopted budgets.

Represents the County at building trade meetings and hearings. Attends conferences and meetings of State or local construction related organizations. Coordinates building projects with State agencies and other County Departments and Divisions.

Maintains records of office operations and prepares statistical reports as required or as requested.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge, training, and experience in the construction field. Extensive knowledge of permitting and licensing procedures and processes. Knowledge of local laws ordinances and pertinent State Statutes. Knowledge of the function of model codes and the ability to effectuate their proper use.

Ability to read and interpret blueprints and other construction plans. Ability to work harmoniously with other departments and maintain a pleasant relationship with contractors, subordinates, and the general public. Ability to compile data, prepare statistical reports, and maintain operational files. Ability to communicate effectively both orally and in writing.

Bachelor's Degree in Business, Public Administration, Architecture, Engineering, or Construction related field with six (6) years experience as a Building Inspector, Architect, Engineer or Building Contractor. Must be licensed under Florida Statute 468 as a Building Official and Licensed as a Fire Inspector under Florida Statute 633.

Must possess and maintain a valid Florida Driver's License.

Pursuant to Chapter 112, Florida Statutes, incumbent must file annually "Form 1 Limited Financial Disclosure" in the County of residence.

This position is an appointed service classification.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

Work primarily is performed in an office setting sitting at a desk or table. Incumbent may be required to perform duties in the field such as building inspections, which may require prolonged standing, climbing ladders or scaffolding, or walking for prolonged periods of time.